



# SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

**BUILDINGS, GROUNDS & TRANSPORTATION**

**937 Southwood**

**San Luis Obispo, CA 93401-3062**

**(805) 596-4111 x4203**

**(805) 543-3537**

**September 2014**

**ANNETTE SHARP  
TRANSPORTATION SUPERVISOR**

Dear Volunteer Driver,

This information packet provides the procedures to follow to ensure that all volunteers interested in driving students have been screened appropriately to provide for maximum safety for all students in San Luis Coastal Unified School District. "Drivers" are classified as Level 4 Volunteers, meaning they are not always supervised by a certificated employee and will be driving students. Level 4 Volunteers are required to have the following:

Volunteer Packet (for all volunteers):

Cover letter

Volunteer Q and A

Volunteer Code of Conduct

Volunteer Confidentiality Agreement

Additional Paperwork: Levels 2-4

- Current tuberculosis (TB) clearance (i.e., within the past four (4) years)
- Fingerprint Clearance: Request for Livescan Service Form

Driver's Requirements:

- Instructions for Transporting SLCUSD Students
- Driver Information Form
- Authorization for Release of Driver Record Information (DMV pull notice program)
- DMV H6 report
- Copy of the first page of driver's Automobile Insurance Policy Declaration
- Copy of the Driver's License

Please submit all the required paperwork to the school site. Once received, the approval process will typically take 5-10 work days to complete. We will call to notify you once all requirements have been met. We appreciate your interest in being a volunteer driver in our school district.

Very Sincerely,

Annie Sharp  
Transportation Supervisor



# SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

1500 Lizzie Street  
San Luis Obispo, CA 93401-3062  
(805) 549-1230

CHRISTIN L. NEWLON, DIRECTOR OF PERSONNEL  
cnewlon@slcusd.org

September 2014

Dear Volunteer,

Thank you for your willingness to help the students of our district. The District recognizes and values the volunteers who provide a variety of services to our schools. This information packet contains the procedures to ensure that all volunteers have been screened appropriately to provide for maximum safety for all students in San Luis Coastal Unified School District.

In order to determine the requirements appropriate for the level of service you wish provide, the following definitions and requirements are explained below.

**Visitors** come to the schools for various purposes, including the following: tour the campus, meet with a staff member, or attend a school event or activity. Visitors have limited contact with students. As provided in [Education Code 45125.1\(c\)](#), limited contact will be determined by the District based upon the totality of circumstances, including factors such as the length of time the volunteers will be on the school grounds, whether students will be in proximity to the site where the volunteers will be working, and whether the volunteers will be working by themselves or with others.

**Volunteers** have contact with students and come to the schools to help in a variety of ways, including the following: assist certificated employees, supervise students during recess and lunch, or assist with extracurricular activities. Volunteers are grouped into the following categories and must be screened as follows:

**Level 1 Volunteer (supervised, not regularly on campus):** Level 1 Volunteers have limited contact with students and are always directly supervised by a certificated employee. They must be cleared through the Megan's Law website to ascertain the volunteer is not a registered sex offender. Examples of a Level 1 Volunteer include community members who make a brief presentation to students at the school for career day, school assembly, or a one-time presentation in classroom.

**Level 2 Volunteer (supervised and regularly on campus):** Level 2 Volunteers have more-than-limited contact with students and are always directly supervised by a certificated employee. They must be cleared by the Megan's Law website to ascertain the volunteer is not a registered sex offender. Additionally, they are required to have a current tuberculosis (TB) clearance (i.e., within the past four (4) years). Examples of Level Two Volunteers include classroom or office volunteers and library/media center helpers.

**Level 3 Volunteer (unsupervised; not driving):** Level 3 Volunteers are not always supervised by a certificated employee. They must be fingerprinted prior to working alone with students and are required to have a current tuberculosis (TB) clearance (i.e., within the past four (4) years). An example of a Level 3 Volunteer is a chaperone on an overnight student field trip or volunteer coach. *Note: volunteer coaches must also meet other screening requirements, such as current CPR and first aid certification.*

**Level 4 Volunteer (unsupervised and driving):** Level 4 Volunteers are not always supervised by a certificated employee and will be driving students. Level 4 Volunteers are required to have met Level 3 Volunteer requirements plus the following:

Driver's Requirements:

- Instructions for Transporting SLCUSD Students
- Driver Information Form
- Authorization for Release of Driver Record Information (DMV pull notice program)
- DMV H6 report
- Copy of the first page of driver's Automobile Insurance Policy Declaration
- Copy of the Driver's License

You may obtain all paperwork necessary in order to be considered as a volunteer at the school site or the district's Personnel Department. We appreciate your interest in being a San Luis Coastal district volunteer.

Very Sincerely,



CHRISTIN L. NEWLON  
Director of Personnel



## SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

### VOLUNTEER Q & A

Q: I am a new volunteer. What do I do?

A: Volunteers are divided into four levels based on what you wish to do as a volunteer in our schools. Pick up a volunteer packet and the required forms from your school office or the district Personnel Department. Once completed, return the packet and required forms to each school office where you wish to volunteer.

Q: Can I do this online?

A: You can take the first step on Infosnap. However, additional forms and signatures are required. Get the volunteer packet and necessary forms from your school office or district Personnel Department.

Q: What do approved volunteers need to do on an annual basis?

A: If a volunteer was registered last year, and all paperwork is still current, nothing more is needed. If any of the requirements have expired, however, you will be asked to update them. Should you wish to add other schools/locations since you registered as a volunteer, you will need to submit a new, completed packet for that school/location. (Tip: Copy the application before you sign it; you can make a new set to submit to each school where you wish to volunteer.)

Q: Can a parent or guardian drive on a field trip?

A: A parent or guardian can drive their own student(s) on a field trip. However, if the parent will be a chaperone or driver for the field trip, they need to be cleared through the Level 3 or 4 Volunteer process. A parent may not drive other students on the field trip unless all of these procedures have been in place prior to the field trip.

Q: If a student attends one of our district high schools and wants to volunteer, what is the protocol?

A: Our own students are welcome to volunteer. No TB screening or fingerprinting is needed. Please have them complete a VIPS form. If they are under 18, a parent/guardian needs to sign the form.

Q: What should I expect from the TB screening?

A: The SLO County Health Department has adopted a practice of TB *screenings* instead of *skin testing*. A nurse skilled in TB interviewing will assess your risk and determine if you are in need of testing and possible treatment. If no identified risk factors are present, you will receive a clearance. If not, you may be referred for further evaluation.

Q: May volunteers bring other children to the classroom when volunteering (for example, a younger sibling or other child they are babysitting)?

A: No. A volunteer's duties require full attention. Additionally, this poses increased liability risk to the district. Sometimes parents want to join field trips and bring siblings along. In this situation, parents/guardians are not considered chaperones, but participants. They are invited to meet the class at the destination with the additional child(ren).



- Level 4:** Volunteer who will be driving students (example: driving students for athletics)  
Requirements: TB, Principal Approval, Fingerprinting and Driving Requirement Clearance

I certify that all the information above is correct.

Applicant's Signature (authorizes background check) \_\_\_\_\_

\_\_\_\_\_ Date

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**SCHOOL SITE OFFICE USE ONLY**

**This section must be completed PRIOR to the Volunteer working with students**

Requirements Met:

\_\_\_\_\_ Date Megan's Law Checked

\_\_\_\_\_ TB Clearance Date (w/i 4 yrs)

\_\_\_\_\_ Fingerprint Clearance Date

\_\_\_\_\_ Date Driving Clearance  
Received

Print  
Administrator's  
Name \_\_\_\_\_

Approval  
signature \_\_\_\_\_

Da  
te \_\_\_\_\_

Distribution: Original - School Site; Copy to Personnel Services (Levels 3 & 4 only); to Transportation (Level 4 only)



## SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

1500 Lizzie Street • San Luis Obispo CA 93401-3062 • (805) 549-1230

### VOLUNTEER CODE OF CONDUCT

In my role as a San Luis Coastal Unified School District volunteer, I agree to abide by the following code of volunteer conduct:

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station.
2. I will wear or show a volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities.
4. I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
5. I will not solicit outside contact with students nor give money, gifts, or cards to students without administrative approval.
6. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
7. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use, or disseminate student photographs or personal information about students or others.
10. I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit or that could be construed as any form of harassment.
11. I will not operate my cellular telephone within the confines of the classroom or any other educational setting while acting in the capacity of a volunteer or while supervising children engaged in a school-sponsored activity or event.
12. I understand that my duties as a volunteer require my full attention and I agree not to have children under my care or supervision while volunteering who are not currently enrolled at the school site.
13. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
14. Under [Penal Code 290.95](#) I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. By subscribing my name below, I declare, under penalty of perjury, that I am not required pursuant to Penal Code 290.95 to disclose to school officials that I am a registered sex offender, and that I have not suffered convictions for sex- or drug-related offenses or for crimes of violence, and there are no criminal charges pending against me.

I hereby release San Luis Coastal Unified School District from liability for damage which may result from checking criminal background and references. I agree to follow the District Volunteer Code of Conduct at all times in my role as a San Luis Coastal Unified School District volunteer or to cease volunteering immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



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### **VOLUNTEER CONFIDENTIALITY AGREEMENT**

All student information should be treated confidentially. Sharing student information could be a violation of the law. Do not make a promise to a student that you will keep any information confidential. Although the student is free to share confidential information with you, you are required by law to report a school administrator any of the following:

1. If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse;
2. If a student confides that he or she is involved in any illegal activity; or
3. If a student confides that he or she is considering homicide or suicide.

Should one of these situations arise, immediately notify the school administrator. Note on your calendar when this information was reported and to whom it was given. Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate authorities. If you have questions, please ask an administrator. Any student needs communicated to the volunteer should be referred to the appropriate staff person.

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I understand that in the course of my volunteer time with the San Luis Obispo Unified School District, I may become aware of confidential information about specific students. This information may include such information as students' academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees as required by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date





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**CHRISTIN L. NEWLON, DIRECTOR OF PERSONNEL**  
cnewlon@slcusd.org

September 2014

Dear Prospective Volunteer,

Please note that, for the health and safety of San Luis Coastal Unified School District's students, California [Education Code requires Tuberculosis \(TB\) clearance](#) for all Level 2, 3, and 4 volunteers. Volunteers who have regular student contact are required by law to have a certificate on file with the school showing that (within the last four years) such person has been screened and found not to be at risk of tuberculosis. The screening results for each volunteer will be retained in a confidential folder at each school site.

Pursuant to the Center for Disease Controls guidelines, the San Luis Obispo County Public Health Department advocates the use of *screening* and, for those individuals who are at higher risk for tuberculosis infection, *targeted testing*. The targeted approach requires that a nurse skilled in TB interviewing screen individuals to assess whether or not the TB skin test is medically indicated based on risk factors. Individuals with no significant risk factors will receive a TB clearance. Those with identified risk factors will receive the TB skin test or blood test, with a referral to their primary care physician if results are positive.

The following location for TB clearance is suggestion:

**San Luis Obispo County Health Department**  
2191 Johnson Avenue  
San Luis Obispo, CA 93401

Screenings are given by appointment every day of the week.

Hours: 8:30 a.m. – 4:00 p.m.

Phone: 781-5500 (appointments are required)

Cost: \$20.00

Alternatively, you are welcome to see your personal physician or health insurance provider who may, at their discretion, require a TB test. Please note that, if the Health Department or medical provider recommends a TB skin test and the results are positive, any costs related to treatment are your responsibility.

Thank you for your willingness to help the students of our district.

Very Sincerely,

CHRISTIN L. NEWLON  
Director of Personnel

# District Consortium Livescan Request



Please use this form to indicate the type of fingerprinting required for this applicant.

**Applicant Name:** \_\_\_\_\_

**LIVESCANS ARE DONE BY APPOINTMENT ONLY – Call 782-7236 for an appointment**

Appt Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Fees listed are effective October 1, 2012**

**Applying for a Commission on Teaching Credentialing document:**

- |   | <u>Fees</u> |
|---|-------------|
| <input type="checkbox"/> Not already in SLOCOE database (dual transmission) | \$90        |
| <input type="checkbox"/> Already in SLOCOE database (CTC transmission only) | \$66        |

**Employment/Volunteer Database:**

- |  |      |
|--|------|
| <input type="checkbox"/> Not already in SLOCOE database; needs only DOJ prints   | \$60 |
| <input type="checkbox"/> Not already in SLOCOE database; needs DOJ <b>and</b> FBI prints<br>(for CA residents less than 1 year in state or for an alternative to ASCC) | \$77 |
| <input type="checkbox"/> Not already in SLOCOE database (dual transmission)  |      |

**Payment option:**

- Applicant pays                                      **- OR -**                                       Bill district

**If the applicant is expected to pay for the prints, we accept cash, checks, Visa, Mastercard and Discover.**

\_\_\_\_\_ Date

District Signature Authorizing Livescan

\_\_\_\_\_  Classified     Certificated

District requesting clearance

Livescan fingerprints are done by appointment at the San Luis Obispo County Office of Education. **Please call 782-7236 to schedule an appointment.**

**Monday, Tuesday, Wednesday, Thursday**  
prints are done at  
3350 Education Drive  
San Luis Obispo, CA 93405  
(directly across Hwy 1 from Cuesta College)

**Friday** prints are done at  
8005 Morro Road  
Atascadero, CA 93401  
(corner of Morro Rd. and Curbaril Ave.)

**Applicants must bring valid photo ID (driver's license or state ID, military ID, passport, etc.).**

Revised 9/7/12



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September 2014

**ANNETTE SHARP  
TRANSPORTATION SUPERVISOR**

## Instructions for Transporting San Luis Unified School District Students

All volunteer drivers must be at least 21 years of age, in good health demonstrating the ability to transport students, and complete SLCUSD's process for driving students and be cleared to drive.

- Provide proof of current automobile insurance (copy first page of policy declaration of coverage).
- Have in his/her immediate possession a valid California Driver's License when operating a vehicle (present to district employee, and a copy will be made and maintained at the Transportation Department along with the Driver Information form).
- Provide a DMV H6 report to the Transportation Department prior to transportation of students. (This is a one-time requirement; available from the California Department of Motor Vehicles for a one-time fee. Reports must be generated by the DMV; website copies will not be accepted.)
- Complete the DMV pull program authorization form provided so the District is notified of any actions against your California Driver's License.
- Driver may not have more than "1" point on their driving record with the California Department of Motor Vehicles. Exceptions may be made at the discretion of the Transportation Supervisor.
- All drivers and passengers shall wear seat belts in accordance with California Vehicle Code 27315.
- The number of passengers, including the driver, shall not exceed the number of permanently attached seats and seat belts. The number of passengers in any one vehicle shall not be more than ten (10) persons including the driver (California Education Code 39830).
- All passengers must travel in the passenger compartment of the vehicle. NO passengers may travel in the bed of pick-up trucks.
- Driver shall have full knowledge of current DMV rules and regulations (see California Driver's Handbook). California's "Basic Speed Law" states that you must never drive faster than is safe for the present road condition, regardless of the posted speed limit.
- Driver shall abstain from the use of alcohol and illegal drugs during the school event/activity, even during the times driver is not scheduled to drive.
- Driver shall follow any reasonable direction of the Administrator/Designees in charge of the school event/activity in matters such as departure time, itinerary, and supervision of students.
- **Volunteer drivers are responsible and shall never transfer the driving to someone who has not submitted and been cleared to transport students by SLCUSD's Transportation Department.**

*I have read and received a copy of these rules and regulations.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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September 2014

**ANNETTE SHARP**  
TRANSPORTATION SUPERVISOR

Driver's Name \_\_\_\_\_  
Last First Middle Initial

**Volunteer Driver:** *(use of private vehicle to transport SLCUSD students)*

Administrator/Designees/Teacher in Charge: \_\_\_\_\_

School Site/Department: \_\_\_\_\_

Name of Registered Owner of Vehicle: \_\_\_\_\_

Address: \_\_\_\_\_

Make of Car: \_\_\_\_\_ Year: \_\_\_\_\_ Seating Capacity: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Registration expires: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

Liability Limits on Policy: \_\_\_\_\_ *(Provide copy of first page of policy declaration of coverage)*

CDL No. \_\_\_\_\_ Class C \_\_\_\_\_ Class B w/P \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signed and received copy of "Transporting Students in Vehicles Other than School Bus"  
Date

DMV H6: \_\_\_\_\_ On File \_\_\_\_\_ Pull Notice \_\_\_\_\_ Applied for \_\_\_\_\_ On File

**I have read and understand the "Rules and Regulations for Transporting San Luis Coastal Unified School District Students." I understand I will be placed on the DMV pull notice program.**

**Driver's Statement:** *I certify that I have not been convicted of reckless driving or driving under the influence of drugs and/or alcohol in the past five years and that the information given above is true and correct. I understand that if an accident occurs, my personal automobile insurance coverage shall be the primary responsibility for any losses or claims of damage.*

Volunteer Driver's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Transportation Dept Signature: \_\_\_\_\_ Date: \_\_\_\_\_



A Public Service Agency

**EMPLOYER PULL NOTICE PROGRAM**  
**AUTHORIZATION FOR**  
**RELEASE OF DRIVER RECORD INFORMATION**

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,  
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, \_\_\_\_\_  
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at  
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,  
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code  
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my  
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF EMPLOYEE  
**X**

I, \_\_\_\_\_, of \_\_\_\_\_,  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of  
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am  
requesting driver record information on the above individual to verify the information as provided by said individual. This  
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information  
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any  
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal  
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five  
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I  
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to  
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE  
**X**

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program  
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website  
at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND  
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV.**